

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: BENEFITS ANALYST (HUMAN RESOURCES ANALYST)
LOCATION: SAN FRANCISCO, CA
JOB REQUISITION: 002828

OVERVIEW

The Benefits Analyst (HR Analyst) with the Human Resources Division of the Administrative Office of the Courts (AOC) will assist in the oversight and work review on the design and development of health and welfare benefits programs for over 20,000 judicial branch employees with direction from the Compensation and Benefits Manager. Primary responsibility will be to the day to day maintenance of the existing programs including assist with the development of both short-term and long-term program action plans to effectively and efficiently meet the benefits program's objectives. In addition, the Benefits Analyst will be responsible for administering the related policies and services and ensuring compliance with all applicable state and federal laws.

DEPARTMENT STATEMENT

The Compensation and Benefits unit provides services to the judicial branch in the areas of compensation, benefits development, and workers compensation. General responsibilities for the unit include conducting salary surveys and statewide studies, developing and administering compensation plans, recommending and implementing new and enhanced benefit and retirement programs, and coordinating administrative aspects of workers' compensation.

RESPONSIBILITIES

- Conducts research, develops survey instruments, analyzes data using standard statistical and mathematical techniques, and evaluates data regarding judicial branch benefit plans/programs;
- Acts as a liaison with insurance companies and various third party administrators to investigate and resolve benefit issues;
- Assists with the implementation of recommended benefit plans including health/welfare and retirement plans while ensuring superior customer service and communication;
- Conducts analytical benefits studies, develops recommendations, and makes formal presentations;
- Drafts memos and reports of findings;
- Responds to sensitive inquiries from the staff, the courts, and management relating to benefits matters, and resolves problems or issues arising from such inquiries;
- Reviews, analyzes, and makes recommendations on legislative initiatives and mandates relating to employee benefits and addresses emerging issues; and
- Ensures regulatory compliance.

QUALIFICATIONS

Equivalent to possession of a bachelor's degree, preferably with major course work in human resources, public administration or business administration, and three years of professional analytical experience developing, implementing, and administering benefits programs, including one year of lead experience for those positions identified as lead.

OR

One year as a Human Resources Analyst with the judicial branch.

Additional directly related experience may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one of the three years of required experience.

In addition, desirable qualifications include:

- 3-5 years experience administering and designing group benefits plans for a company of 10,000 or more employees or a public agency of comparable size; possess excellent writing, presentation, and computer skills (Excel, Word, PowerPoint); and demonstrated experience leading others.
- Knowledge of the principles of design, funding and administration of group benefits plans (medical, dental, life, short and long term disability, and vision plans); design and operation of defined benefits plans; group benefits legislation such as COBRA and HIPPA; and the design, pricing, and communication of cafeteria style plans.
- Demonstrated experience with vendor management including insurance companies and third party administrators and managing open enrollment for employee groups of 10,000 or more.
- The ability to work with the vendor/administrator to develop and communicate benefits calculations; produce financial reports including the use and manipulation of graphic files; effectively provide training to other staff; identify potential risks associated with a proposed business initiative and recommend alternative actions; and to handle multiple, large scale projects with complex elements.

HOW TO APPLY

This position requires submission of an **official application**. When applying online, you will have the opportunity to submit your responses to the **mandatory supplemental questionnaire**. You will also have the option of uploading your resume. To ensure consideration of your application for the earliest round of interviews, please apply immediately; however, this position will remain open until filled. To complete an online application, please visit our Web site at **www.courtinfo.ca.gov/careers** . Click on "View postings and apply for jobs", and search for job requisition 2828.

OR

To request a printed application, please visit:

Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688
415-865-4272 Telecommunications Device for the Deaf

Or download and print a copy of the application under the "Special Access and Application Help" section on the Careers page of our website.

PAY & BENEFITS

SALARY RANGE: \$5,511 to \$6,697 per month.

(The starting salary will vary between \$5,511 and \$6,062 per month.)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$110 transit pass subsidy per month
- CalPERS Retirement Plan
- 401 (k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)

- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.

Supplemental Questionnaire
for
BENEFITS ANALYST (HUMAN RESOURCES ANALYST)
Job Req #002828

Your responses to this supplemental questionnaire must be submitted with your application in order for your application to be reviewed. **When you fill out the online application, you will have the opportunity to submit your responses.** The questionnaire is intended to provide more detailed information about your work experience. It will allow us to better assess your qualifications. In each of your responses, please indicate for which employer you performed these functions.

1. Describe the scope of your experience in benefits analysis and specifically identify your responsibility in conducting, or participating in, benefits studies and developing and presenting recommendations.
2. Describe your experience in designing benefits surveys, analyzing the data, and drafting reports of findings.
3. Describe your experience in benefits implementation and administration and specifically relate your role in contract negotiation, benefits research, and provider relations. Please also describe your role, if any, in interfacing with outsourced payroll vendors.
4. Describe your experience providing lead direction, training, and work review of others on an assigned team or project. Please include your job title, size of the team and the scope of your responsibilities.